

# FINELINE

**June 2003**
*A Division of Finance monthly communication service*

## Policy Changes Go Into Effect July 1

### Private Vehicle Usage Rates



Effective July 1, 2003, the private vehicle reimbursement rate if a state fleet vehicle **is** available to the employee will increase from 28 cents to 30 cents per mile. The reimbursement rate, if a state vehicle **is not** available will decrease from 36.5 cents to 36 cents per mile. This decrease in the higher rate is necessary to be in line with rates established by the Internal Revenue Service.

### Purchasing

Effective July 1, 2003, the threshold at which agencies must obtain and document price competition for purchases is changing. Please note that this includes a new threshold for involving the State Travel Office in booking conferences and other group gatherings. Below is a table which shows the changes:

	<u>Thru June 30, 2003</u>	<u>Effective July 1, 2003</u>
No price quotes required	\$0 – \$500	\$0 – \$1,000
2 or more price quotes required	\$501 – \$1,000	\$1,001 – \$5,000
DAS – Purchasing involvement required	\$1,001 and up	\$5,001 and up
Travel Office involvement required	\$501 and up	\$1,001 and up

### Incidental Travel Reimbursements

Effective July 1, 2003, both the Miscellaneous Incidental Allowance of \$5 per day and the Laundry Allowance of \$18 per week will start after the sixth consecutive night out. Previously it was not clear when the Miscellaneous Allowance started. Some agencies paid it from the first night out and others paid it after the sixth night. The Laundry Allowance started after seven nights out. This change is to clarify when the Miscellaneous Allowance starts and to make the two allowances consistent.

### Electronic Tickets

Effective July 1, 2003, for travel within the United States, if an electronic ticket is used no paper ticket will be provided. If a paper ticket is requested by the traveler from the airlines, any fee charged will not be reimbursed. Airlines are charging approximately \$25 for paper tickets. The electronic ticket provides all the necessary information. An employee who insists on a paper ticket will need to pay the fee personally.

### Policies Available on the Web

All Division of Finance policies are available at [www.finance.utah.gov](http://www.finance.utah.gov). Click on *Publications, Accounting Policies and Procedures*. Then either expand the table of contents on the left or do a word search to locate the policy of interest. These updated policies will be available after July 1. If you have any questions about these policy changes, please call Carol Young at 801-538-3100. ❖

The Payroll team continues to adjust our new Payroll System and is preparing for fiscal yearend processing. Below is a summary of some of the new payroll-related information you may need to know.

### What's New

- In response to agency requests, we are now running time evaluation at noon Monday through Friday during time entry week. This is in addition to the nightly run.
- The new State Paid Benefits With No Pay Report will identify employees who have state-paid insurance coverage but are not getting paid. These employees should be put on leave without pay status in HRE. Agencies should run the report Monday morning after preliminary payroll is completed.



### What's Changed

- In order to help agencies more easily identify potential errors before payroll is run, we have modified the following reports:
  - \* **Time Edit Report** – A new warning message displays for employees in *Time Entry Required* status who have no hours entered. In addition, the system no longer displays a message for employees with work schedules of 12 or 24 hours, 7 days a week, since they almost always work fewer hours than scheduled.
  - \* **Time Entered After Cutoff Report** – All entries made after the specified date and time will appear on the report, regardless of the pay period for which they were entered. Pay period selection is no longer allowed. To be effective, agencies should run this report, using a cutoff date, immediately after the data entry cutoff for the current period. It is important to run the report prior to starting data entry for the next period. For audit purposes, the best time to run the report is immediately after payroll is run (Tuesday of payday week).
  - \* **Payroll Results Edit Report** – Selection of gross or net pay equal to or less than \$.01 will now list all active employees who will not be paid.

### Flex Deduction

We have installed system support packs that will allow us to correct the problem with flex deductions. However, before we can implement the correction we need to make a system configuration change that will stop the retro pay process from going back to periods prior to the configuration change. We will wait until after the fiscal yearend and will make the configuration change effective for pay period 14.

This means that no retros will be processed automatically in period 14. However, agencies can enter manually-calculated pay retros using wage type 1179. After period 14, agencies can enter automatic retros as long as the transaction date is July 5, 2003 or later. However, retros with a transaction date before July 5, 2003 will need to be entered manually.

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## Departments Should Follow GOPB Budget Recommendations

**A**gencies, please remember to follow the recent budget recommendations issued by the Governor's Office of Planning and Budget (GOPB) to address a potential yearend budget shortfall.

According to a news release issued by GOPB on May 14, these reductions will be managed at the department level to have a minimal impact on vital state services. Generally, the cuts amounted to a 1% reduction in agency expenditures. Individual departments may use lapsing funds or additional cost-cutting measures to cover the possible shortfall. They may choose to cancel or defer in-state and out-of-state travel and equipment purchases, delay filling vacant positions, or implement other cost-cutting measures over the next few weeks to generate the needed savings. ❖



## Payroll Team Prepares for FY 04 (article continues from page 2)

Once the flex deduction is fixed, we will amortize the total amount of under-collected deductions over the remaining 11 paydays of the calendar year. For example, if an employee has signed up for the maximum \$5000 flex deduction for health care coverage, at the end of period 13 this employee's deduction for the health flex plan will be under-collected by \$174.80. Starting with the payday of August 1, 2003, an additional \$15.89 will be added to the employee's flex deduction until December 19, 2003, the last payday of the year.

### Payroll Review/Approval Policy Revised

We have revised the policy which defines the agency review and approval of the payroll process to provide an alternative to retaining entire reports as documentation. Policy revisions include a Payroll Review and Approval Cover Sheet and a method for agencies to request an exception in writing. The changes will be available in the July 1 release of the State of Utah Accounting Policies and Procedures at [www.finance.utah.gov](http://www.finance.utah.gov).



### Payroll Mass Change Exception

The movement of coding information from old fiscal year to new fiscal year in the Payroll System takes place in two phases:

- ❶ Agency accountants enter mass changes in the FINET Coding Block Change Table Screen. This moves a group of employees in one coding block to a different coding block for the new fiscal year.
- ❷ Payroll System users enter exceptions to the mass change process to move individual employees.

See the Fiscal Yearend Calendar on [pages 5 and 6](#) for processes and dates in effect for the exception processing of employee home, default coding, and salary split information.

### Payroll Help Desk

If you have questions about any of this information or about using the Payroll System, call the Payroll Help Desk at 801-538-3127. ❖

## Yearend Accounting Meeting, Training Will Be June 19

The fiscal yearend Budget and Accounting Officers meeting will be held on June 19 at 8:30 a.m. at DEQ Building 2, Room 101 (168 North 1950 West). Following the meeting, the Division of Finance will offer fiscal yearend accounting training, also at DEQ, Building 2, Room 101.

All training sessions will be repeated Tuesday, June 24 in room 2108 of the State Office Building.

Training on the Closeout Process, Yearend Revenue Accounting, and Yearend Expenditure Accounting will be general and is intended for those who have not previously gone through the fiscal yearend closing process. Those who need a refresher course are also welcome to attend training.

Fixed Asset training will provide an overview of the Fixed Asset Subsystem.



### Fixed Assets

*Fixed Asset* training will be held at DEQ from 11:00 a.m. – 12:00 p.m. June 19 for those responsible for fixed asset accounting. This course will cover purchasing fixed assets, recording depreciation, asset disposals, trade-ins, donated assets, and gains and losses. It will also cover revenue and expenditure reports and the fixed asset tables and ledgers available on Cognos.

### Closeout Process

*Closeout Process* training will be held at DEQ from 1:00 – 1:45 p.m. June 19 for those who are responsible for the yearend closing and reporting. This course will cover the closing schedule and budget closing issues.

### Yearend Revenue Accounting

*Yearend Revenue Accounting* will be held at DEQ from 1:45 – 3:00 p.m. June 19 for staff responsible for cash receipts and revenue accounting. The class will cover cash receipts cutoff, accounts receivable, deferred revenue, and inter-agency billings.

### Yearend Expenditure Accounting

*Yearend Expenditure Accounting* will be held at DEQ June 19 from 3:15 – 4:15 p.m. for those who process purchasing transactions, and for those who pay bills and are responsible for expenditure accounting. It will cover purchasing transactions, petty cash cutoff, accrued expenditures, prepaid expenditures, and inter-agency transactions.

### Repeat Classes

All classes will be repeated June 24 in room 2108 of the State Office Building. Closeout Process will be 8:30 – 9:15 a.m.; Revenue Accounting will be 9:15 – 10:30 a.m.; Expenditure Accounting will be 10:45 – 11:45 a.m., and Fixed Assets will be 1:00 – 2:00 p.m. Space for the June 24 sessions is limited.

To reserve a spot in a class for either June 19 or June 24, call 801-538-3082. It is **very important to make reservations for training** ahead of time so we can insure that we have sufficient space and enough handouts. ❖

## Selected Fiscal Yearend Dates\*

*\*See the calendars distributed at the Budget and Accounting Officers meeting for a complete list of fiscal yearend dates.*

<b>June 10</b>	Distribute May monthend reports.
<b>June 21</b>	NEW year salary and benefit rate changes go into effect. Will affect July 18 paycheck.
<b>June 30</b>	Cash receipt cutoff. Cash received or electronic payments processed on or before this date are OLD year cash receipts. After this date they are NEW year cash receipts.
<b>July 1</b>	All accounting transactions default to accounting period 01/04 with budget FY 04.
<b>July 1</b>	Employee NEW year home agency/org/distribution and default coding, including salary splits, updated in the Payroll System.
<b>July 1</b>	Agencies may run Time Sheet Check List Report for pay period 13 to view all employees' home agency/org/distribution and default coding information, including salary splits.
<b>July 1</b>	Agencies may run New Hires and Transfer Report for pay period 13 to view employees whose home agency/org/distribution and default coding information is different.
<b>July 2</b>	Finance runs purchase order roll or lapse job (EPNY). Default is <i>No Action</i> .
<b>July 3</b>	Last day to post FY 03 FINET documents for June reports.
<b>July 8</b>	Distribute June monthend reports.
<b>July 9</b>	Last day to enter OLD year petty cash reimbursements.
<b>July 9</b>	Finance runs purchase order roll or lapse job (EPNY). Default is <i>No Action</i> .
<b>July 11</b>	Last day to enter taxable earnings on-line into Payroll for the July 18 paycheck posting to either the OLD year or NEW year (before 5:00 p.m.)
<b>July 11</b>	Last day to make changes on the Default Cost Distribution Charging screen for pay period 13. Changes made after this date must have an effective date on or after 07/05/2003.
<b>July 11</b>	Last day to make OLD year changes on Time Entry screens.
<b>July 18</b>	Single Audit Summary Schedule of Prior Audit Findings due back.
<b>July 18</b>	First OLD year IAT cutoff. Process after this date only if: (1) the transaction affects only orgs within same line item; <b>or</b> (2) the seller notifies the main budget officer in the buyer agency.
<b>July 18</b>	Cutoff for July OLD #1 FINET monthend reports.
<b>July 22</b>	Finance distributes July OLD #1 and Closing Schedule #1, including non-budgeted line items.
<b>July 25</b>	Finance runs purchase order roll or lapse job (EPNY). Default is <i>No Action</i> .
<b>July 25</b>	Lease information due back.
<b>July 25</b>	June 03 Fixed Asset reconciliations due to Dave Byg.
<b>July 31</b>	OLD year cash recording cutoff.
<b>July 31</b>	OLD year check cancellation cutoff.



*Calendar continues on page 6*

## Selected Fiscal Yearend Dates\* (calendar continues from page 5)

<b>Aug. 4</b>	Cutoff for July OLD #2 FINET monthend reports.
<b>Aug. 4</b>	Process all OLD year inter-agency IATs by this date (notify buyer agency's main budget officer.)
<b>Aug. 4</b>	Finance runs purchase order roll or lapse job (EPNY). Default is <i>No Action</i> .
<b>Aug. 5</b>	Final calculation of dedicated credits lapsing amounts.
<b>Aug. 5</b>	Finance distributes July OLD #2 and Closing Schedule #2, including non-budgeted line items.
<b>Aug. 8</b>	Last day to process OLD year payment vouchers on-line in FINET. After this date all OLD year payments must be paid NEW year and accrued on an accrued expenditure form.
<b>Aug. 15</b>	Final cutoff for all OLD year documents entered by agencies into FINET.
<b>Aug. 15</b>	Closing schedules due back. ❖

## FINET Schedule Changes for Holidays, Yearend

**T**he normal schedule for FINET is to be open Monday through Friday and to run a cycle each Monday, Wednesday, and Friday night. We will open FINET on Saturdays during the closeout period (except for the Saturdays when we run a monthend). Our FINET cycle will change on most holiday weeks.

Listed below are the exceptions to the normal FINET schedule for holidays, yearend, and monthend periods through July 5.

June 6 – <b>Open</b> .....	May Monthend
June 7 – <b>Closed</b> .....	Saturday Monthend
June 14 – <b>Open</b> 12–5:30 p.m. ....	Saturday
June 21 – <b>Open</b> 12–5:30 p.m. ....	Saturday
June 28 – <b>Open</b> 12–5:30 p.m. ....	Saturday
July 3 – <b>Open</b> .....	Thursday cycle, June Monthend
July 4 – <b>Closed</b> .....	Independence Day
July 5 – <b>Closed</b> .....	Saturday Monthend



## Frequently Asked Question from FINET Help Desk

**Q** Why do I time out when I am working in FINET? I create a new document and then do a lot of typing? I thought that as long as I was actively using FINET it would not time out.

**A** The FINET time-out is tied to the mainframe time-out, which is set to a default of 30 minutes. Each agency can set that time shorter, but not longer. Most agencies set it to 20 minutes, but some set it to 5 minutes for security reasons. Keep in mind that the timer is reset each time you interact with the mainframe. Actions that interact with the mainframe include editing a document; opening a table; adding, deleting, or changing data on a table; refreshing a table; etc. Merely typing is not enough to restart the time-out. If you have a lot of lines to enter or a lot of typing to do, press F7 (Process/Edit) every once in a while to keep your session current. ❖





## June Calendar

### Yearend Accounting Training

- June 19** Budget and Accounting Officers Meeting; 8:30 a.m.; DEQ, Building 2, Room 101 (168 North 1950 West)
- June 19** Fixed Assets\*; 11:00 a.m. – 12:00 p.m., DEQ, Rm. 101
- June 19** Closeout Process\*; 1:00 – 1:45 p.m., DEQ
- June 19** Yearend Revenue Accounting\*; 1:45 – 3:00 p.m., DEQ
- June 19** Yearend Expenditure Accounting\*; 3:15 – 4:15 p.m., DEQ
- June 24** Closeout Process\*; 8:30 – 9:15 a.m., State Office Building, Rm. 2108
- June 24** Yearend Revenue Accounting\*; 9:15 – 10:30 a.m., State Office Building
- June 24** Yearend Expenditure Acctg.\*; 10:45 – 11:45 a.m., State Office Building
- June 24** Fixed Assets\*; 1:00 – 2:00 p.m., State Office Building



*\*It is very important to make reservations for yearend accounting training. To reserve a spot in one or more of the classes, call 801-538-3082.*

### Payroll Training

Computer-based training on the Payroll System is available on our Web site at [www.finance.utah.gov/training/cbt.htm](http://www.finance.utah.gov/training/cbt.htm).

For help using the Payroll System, call the Payroll Help Desk at 801-538-3127.

### Data Warehouse Training

- June 9** Data Warehouse – Payroll; 10:00 – 11:30 a.m.
- June 9** Data Warehouse – Payroll; 1:30 – 3:00 p.m.
- June 10** Data Warehouse – FINET; 10:00 – 11:30 a.m.
- June 10** Data Warehouse – FINET; 1:30 – 3:00 p.m.



### FINET Classroom Training

We are not offering FINET classroom training during June. To add your name to the waiting list for Disbursing Lab or Purchasing Lab, call 801-538-3082.

### FINET Internet Training

The following computer-based training teaches basic FINET skills and basic procedures associated with each functional area:

- Internet Courses:** System Navigation, FINET Overview, Employee Reimbursements, Purchasing and Disbursing, Revenues and Receivables, Internal Transactions, and Fixed Assets.
- CD-ROM Courses:** On-line Inquiries, Grant Accounting, Budget Control, and Inventory Control (contact agency budget and accounting officers to obtain access to the CD-ROM courses).
- FINET Help Desk:** Call 801-538-9690 to resolve immediate questions.

### Reservations



To reserve your spot in one of the classes offered this month or to add your name to the waiting list for a class not offered, call 801-538-3082. If you make reservations and cannot attend, please notify us.

Read descriptions of all our courses at: [www.finance.utah.gov/training/courses.htm](http://www.finance.utah.gov/training/courses.htm)